ADED 761.3 Course Outline as of Summer 2025

CATALOG INFORMATION

Dept and Nbr: ADED 761.3 Title: BASIC COMP OPS 3
Full Title: Basic Computer Operations 3
Last Reviewed: 11/22/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 18.00

Title 5 Category:	Non-Credit
Grading:	Non-Credit Course
Repeatability:	27 - Exempt From Repeat Provisions
Also Listed As:	
Formerly:	ADLTED 761.3

Catalog Description:
In this third course in a 3-course series the student will continue to build competency in basic computer operations. The student will build their skills in the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating a vacation responder and filters; searching for mail and recalling an email in Gmail; creating events and invitations in Google Calendar; using cut, copy, and paste in Microsoft (MS) Word.

Prerequisites/Corequisites:

Recommended Preparation:
Course completion of ADLTED 761.2

Limits on Enrollment:

Schedule of Classes Information:
Description: In this third course in a 3-course series the student will continue to build competency in basic computer operations. The student will build their skills in the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating a vacation responder and filters; searching for mail and recalling an

email in Gmail; creating events and invitations in Google Calendar; using cut, copy, and paste in Microsoft (MS) Word. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course completion of ADLTED 761.2
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Effectively use some of the more advanced email features in Gmail
2. Use simple and complex features of Google calendar
3. Acquire the skills to be able to cut, copy and paste text in MS Word

Objectives:
At the conclusion of this course, the student should be able to:
1. Create, edit, and delete email contacts
2. Create contact groups and add existing and new contacts to a contact group
3. Create and edit different type of events in Google Calendar
4. Send Google calendar invites
5. Share a calendar with others
6. Cut, copy and paste text in MS Word

Topics and Scope:

I. Google Contacts
   A. Add new contacts
   B. Edit contacts
   C. Delete contacts
   D. Create contact groups
   E. Add contacts to a contact group
II. Advanced Email Functions
   A. Add a vacation responder

B. Create filters
C. Search for specific messages
D. Recall an email

III. Google Calendar
A. Create events
B. Add recurring and all-day events
C. Edit events
D. Send invitations
E. Share a calendar with others

IV. Cut, Copy and Paste in MS Word
A. Copy and paste
B. Cut and paste

Assignment:

1. Use Google contacts for home and work (3-5)
2. Perform advanced email functions (3-5)
3. Use Google Calendar (6-9)
4. Cut, copy, and paste in MS Word (3-5)
5. Summative demonstration of skills attainment (1)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Google contacts; advanced email functions; Google calendar; cut, copy and paste in MS Word; summative demonstration of skills attainment	Skill Demonstrations 65 - 100%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation	Other Category 0 - 35%

Representative Textbooks and Materials:
Instructor and department prepared materials